

CITY OF TEMPE

Temporary Employment Opportunity



Internal Services • Information Technology • PO Box 5002, Mail Stop 02-2, Tempe, AZ 85282 • 480-858-2133 • TDD (480) 350-8400

Administrative Assistant – IT Training & Print Shop Services

City of Tempe / Internal Services – Information Technology

Opening Date: March 28, 2016

Closing Date: Open until the needs of the City are met.

Hourly Wage: \$12.00 per hour

Work Schedule: Flexible schedule no more than 19 hours per week.

This is a Temporary Non-Benefitted position.

Experience & Training:

- Computer skills
- Knowledge of basic information technology concepts and skills
- Strong communication and presentation skills
- Strong writing skills
- Microsoft Office

Essential Job Functions:

- Create and manage IT Training classes in the city of Tempe Learning Management System (LMS) PeopleSoft ELM.
- Create marketing emails/materials for IT Training classes and Print Shop Services.
- Work with city of Tempe employees to answer their questions regarding the computer training center and the classes offered.
- Work with vendors to coordinate training, order supplies, and maintain equipment.
- Setup and manage room reservations by other departments.
- Work in PeopleSoft ELM in to manage training classes and room reservations.
- Ghost classrooms
- Clean classrooms between training classes and room reservations
- Work with Microsoft Office products such as Word, Excel, PowerPoint and similar office productivity tools.
- Help manage paperwork for tuition reimbursement with IT tech classes and college level classes for the IT Division.
- Input training classes into PeopleSoft ELM. Send out new schedule and be sure the most up-to-date calendar is on the ITD Computer Training Website.
- Create various documentation, flyers, brochures pertaining to IT Training classes
- Create and maintain reports for both IT Training and Print Shop Services.
- Perform various administrative tasks including answering and returning emails and phone calls and working a printer, copier, and fax.

Applicant Requirement:

Requires successful completion of selection process, completion of background investigation and verification of identity/work authorization.

SUBMIT RESUME TO:

Frankie Valenzuela via email at: frankie_valenzuela@tempe.gov

For questions, please contact:

Frankie Valenzuela / IT Training & Print Shop Services Supervisor
480-858-2133 or frankie_valenzuela@tempe.gov

An equal opportunity/reasonable accommodation employer